



**STATE OF MONTANA**  
**DEPARTMENT OF ADMINISTRATION**  
**ARCHITECTURE AND ENGINEERING DIVISION**  
1520 East Sixth Avenue • P.O. Box 200103 • Helena, Montana 59620-0103  
Phone: 406.444.3104 • Fax: 406.444.3399

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**TO: ALL ARCHITECTS/ENGINEERS OF RECORD**

**FROM:** Thomas B. O'Connell, Administrator  
Architecture & Engineering Division  
1520 East Sixth Avenue, Rm 33  
P O Box 200103  
Helena MT 59620-0103

**DATE:** October 12, 2012

**RE: REQUEST FOR QUALIFICATIONS**

Firms interested in being considered for an interview for the project on the attached page must follow these procedures:

- Submit two (2) copies of Form 115, which can be found at <http://architecture.mt.gov/default.mcpix>. Further instructions for filling out the form are on the 115. Information in addition to the 115 is acceptable.
- Form 115 submissions must be received at the A&E office no later than 5:00 p.m. on **Wednesday, October 24, 2012**.
- Please submit originals only; faxes or e-mails of qualifications will not be accepted, nor will submissions received after the deadline.

Firms selected for an interview on the project:

- Will be given the initial information document and interview questions.
- Will be asked to present their credentials before an interview committee. The committee will then submit the names of three (3) qualified firms to the Dept. of Administration Director, who will appoint one firm for the project in accordance with 18-2-112 MCA.

*The state of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the application and selection process or that may interfere with an applicant's ability to perform the essential duties of the job. In order for the state to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.*

# ARCHITECTURAL PROJECTS

## **MONTANA STATE VETERANS CEMETERY EXPANSION DEPARTMENT OF MILITARY AFFAIRS A/E #2013-33-01; DMA #30R10382 (delegated) PROJECT BUDGET: \$1,706,000**

The Department of Military Affairs is seeking Architectural/Engineering services for the purpose of delivering construction documents and construction administration services for the Montana State Veterans Cemetery Expansion Project at Ft. Harrison. The existing Cemetery needs to be expanded to improve service to the approximately 19,782 veterans and their families in the state of Montana.

The project includes improvements and expansion of the existing cemetery. Proposed project elements consist of the following:

- Development of a schematic master plan for future cemetery expansion.
- Construction of a pre-cast concrete 480 niche columbarium with associated concrete sidewalk plaza, benches, and irrigated landscaping.
- Construction of new Committal Shelter. Shelter to accommodate approximately 100 guests. Structure to include unisex restroom and storage facility for cemetery equipment and tools. Restroom will require supporting septic system and water supply off city system or adjacent wells contingent upon PWS requirements for facility.
- Lawn irrigation for approximately 2 acres of cemetery expansion area.
- Paved parking area at cemetery entrance area to accommodate one to two vehicles. One of the parking spaces will be ADA with connecting sidewalk to the existing Information Directory.
- Entrance wall repair. The existing masonry entrance wall is to be rehabilitated to correct problems with spalling rockwork.
- Privacy Fence/Compound. An existing 50'X100' gravel parking area is to be fenced. Includes access gates for vehicles and foot traffic.
- New roadway and repair of existing roadway pavement. New roadway will be constructed to attain a needed second cemetery access/exit. Includes parking area for approximately 8 vehicles. The new roadway will require a culvert based bridge to span an existing ditch.
- Planting of an irrigated tree wind-break to mitigate strong west to east winds across the cemetery.
- Incidental development/expansion of the irrigation system to include wells, storage and required water rights.

Interviews are anticipated to be conducted on or about November 14, 2012 at the Facilities Management Office, Ft. Harrison. Construction documents ready to bid prior to the start of the spring construction season. Construction would follow receipt of Federal Funds from the Veterans' Cemetery Grants Service.

For further information, contact: Wref Balsam, CFMO Department of Military Affairs; (406)-324-3093; [wref.balsam@us.army.mil](mailto:wref.balsam@us.army.mil)

[END OF SOLICITATION]